A 01.04.00 TRAINING

A 01.04.01 **Staff Training Requirements: The Training Section coordinates and administers all the Springfield Police Department's in-service training, DPSST and Supervisory training. A variety of training programs are offered throughout the year to address the training needs of all employees.**

The Police Department will adhere to all applicable policies and procedures as established by DPSST. Communications to and from DPSST should be coordinated through the Training Section.

A. The Training Section shall work in coordination with administrative staff to ensure the completion of forms, training manuals and other requirements necessary for documenting the fulfillment and transmittal of DPSST requirements. These forms will include, but not be limited to:

1. **Form F-4: Personal Action Report (Hiring and Position Changes)**
2. **Form F-5: Applicant for Training (Request for Attendance)**
3. **Form F-6: Training Roster**
4. **Form F-7: Application for Certification**
5. **Form F15: Individual Training Log**

B. The Training Section shall provide assistance and resources when appropriate and needed.

C. To facilitate adherence to training and certification requirements established by DPSST, the Training Section shall keep accurate records of relevant information for all employees.

D. Annually, the Training Section will work in co-ordination with the Jail Commander, or their designee, in developing, modifying and reviewing training programs and plans for certified and non-certified staff.

1. **For certified staff, the training plan must include the type, requirements, and minimum number of training hours required to meet any certification requirements, considering at a minimum the following:**

a. First aid and CPR training
b. Use of force, defensive tactics and firearms
c. Legal updates
d. AIC suicide prevention
e. Harassment and sexual harassment
f. Prison Rape Elimination Act (PREA)
g. Ethical decision-making
h. Americans with Disabilities Act (ADA)
i. Working with AICs with mental health issues

2. For non-certified staff, the plan must include the type, number of hours, and any other training requirements as determined by the Jail Commander. Training courses should consider at a minimum:

a. AIC suicide prevention
b. Harassment and sexual harassment
c. Prison Rape Elimination Act (PREA)
d. First Aid and CPR training
e. Ethical decision-making
f. Americans with Disabilities Act (ADA)
g. Legal Consequences of the introduction of contraband.
h. Legal Consequences of having Sexual Relations with AICs.

E. Those who fail to meet mandatory training requirements may be subject to discipline.

JAIL STANDARD REFERENCE
A-401

A 01.04.02 **DPSST Certification: Basic Certification by DPSST is mandatory and shall be acquired by all persons holding the classification of Detention Officer within 12 months of employment, unless an extension is granted by the DPSST Board.**

A. All Springfield Municipal Jail employees shall meet or exceed all DPSST requirements. DPSST certified employees must maintain certification by completing required certification requirements and adhere to legal and ethical requirements. To be awarded a certificate an employee must at minimum:

1. **Complete a period of service of not less than nine (9) months with one or more law enforcement units,**

2. **Complete the required Basic Course in Corrections,**

3. **Have a valid first aid and cardio-pulmonary resuscitation card.**

4. **Must maintain their certification by meeting all ethical and legal requirements.**

B. The DPSST Board may revoke certification based upon a finding that the employee was:

1. **Discharged for cause from employment, defined as but not limited to.**

   a. **Gross negligence.**
   b. **Dishonesty.**
   c. **Insubordination.**
   d. **Incompetence.**
   e. **Misconduct or gross misconduct.**
   f. **Misuse of authority.**
   g. **Disregard for the rights of others.**

2. **Convicted, while employed, of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one year may be imposed.**

3. **Convicted of violating any law involving the unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug.**

4. **At the request of the Springfield Police Department.**

JAIL STANDARD REFERENCE
A-402

A 01.04.03 **Detention Officer Training Hours: The Springfield Police Department will provide officers a minimum of 30 hours of training each year. Training should include those areas listed in the individual's annual training plan and may include other topics specific to their assignment or areas of interest.**

A. Training for all employees of the Municipal Jail shall be dependent upon availability of personnel and other requirements. First year and annual non-administrative training should include, dependent upon individual training plans, but not be limited to:

1. Security Procedures.

a. Incident Command System
b. CPR/First Aid
c. Blood Borne Pathogen
d. Bio-Hazard & MSDS
e. Procedures and Policy
f. Current Law and Legal Issues
g. Ethics
h. Fire Safety and Evacuations

2. Communication Skills

3. AIC Issues.

a. Rights and Responsibilities
b. Rules and Regulations
c. Manipulation
d. Current Topics

4. Mental Health Screening:

a. All newly hired Detention Officers receive training from Mental Health Staff on the identification of signs and symptoms of mental and emotional disturbance and the recognition of suicide risk.
b. All Detention Officers shall receive a minimum of two (2) hours of training yearly in Mental Health illness signs and symptom recognition and awareness.

5. Prison Rape Elimination Act (PREA).

6. Defensive Tactics.

a. Beginning, Intermediate, and Advanced dependent upon skill level
b. Cell Extraction
c. Riot Control

d. Chemical Agents

7. Weapons Certification.

a. Where Applicable
b. Qualifications
c. Tactical Training, when available

8. EVOC.

a. Where Applicable
b. Introduction, Re-Certification, when available

JAIL STANDARD REFERENCE
A-403

A 01.04.04 **New Employees Training Orientation: Sergeant(s) assigned the additional duties of Training Sergeant(s), under the direction and authority of the Chief of Police, are directly responsible for providing new employees with 120 hours of training covering, but not limited to:**

A. Overviews of jail-related sections and their functions (facilities tour).

B. Training in the Police Department's Office Chain of Command, the Incident Command System, statutes.

C. Jail policy, procedure and operational practices.

D. Personnel issues, such as training programs on sexual harassment, PREA, ADA, AIC suicide prevention, first aid/CPR, AIC manipulation, equipment usage and defensive tactics.

E. Additionally, the Police Department utilizes the Corrections Training and Evaluation Program (CTEP) as a field training program. Officers:

1. **In Phase 1, 2, and 3 are assigned for 30+ days of training on each shift, with a Field Training Officer for completion of Observation Reports, complete manuals and testing, and meet for review of Daily reports.**

2. **Complete Phase 1, 2 and 3, and the Phase 4 shift rotations, assigned to a Field Training Officer.**

F. Personnel identified as trainees assigned to a Field Training Officer will not operate a post unsupervised unless authorized by the Jail Commander Officer or Training Sergeant, without being in Phase 4 of the Corrections Training Evaluation Program (CTEP Process). When authorization occurs, the employee will be allowed to operate only those posts which supervision is not required.

JAIL STANDARD REFERENCE
A-404

A 01.04.05 Management Training: Supervisors or Administrators should receive on-going management-related training.

A. Management staff shall comply with DPSST training standards of:

1. **Firearms.**

2. **Leadership/Professional training courses.**

3. **General Law Enforcement.**

4. **Training also may include, but is not limited to:**

   a. **Organizational development,**
   b. **Development of operations manuals and training,**
   c. **Civil liability for managers,**
   d. **Corrections law for managers,**
   e. **Ethical Decision Making,**
   f. **Personnel law,**
   g. **Staff discipline and corrective actions,**
   h. **Staff performance plans and performance evaluations,**
   i. **Harassment and Sexual harassment,**
   j. **Discrimination based on suspected classes,**
   k. **Prevention of Retaliation,**
   l. **Mental Health Issues,**
   m. **Suicide Prevention,**
   n. **Use of Force Liability,**
   o. **PREA,**
   p. **Americans with Disabilities Act (ADA)**
   q. **Management skills.**

B. Training for all employees of the Municipal Jail shall be provided dependent upon the availability of personnel and other Division requirements.

JAIL STANDARD REFERENCE
A-405

A 01.04.06 **Annual Training Plan: Individual employee development is a vital part of the personnel process in all organizations. Individual career development is a function of a long series of job and training accomplishments.**

A. The Jail Commander, or designee, will conduct an annual review of the employee training plan for on-going training of the Springfield Municipal Jail staff.

B. Timely fulfillment of on-the-job training and basic certification requirements of personnel shall be the responsibility of supervisors, who shall be directly involved in the training.

C. The supervisor shall include consideration of individual goals of assigned employees through actively involving them in the development and implementation of a career development plan.

D. The In-Service Training Plan for certified staff must include.

1. **Use of force, defensive tactics, firearms qualifications**
2. **AIC rules and legal updates**
3. **AIC suicide prevention**
4. **Harassment and sexual harassment**
5. **Prison Rape Elimination Act (PREA)**
6. **First Aid and CPR**
7. **Ethical Decision Making**
8. **Americans with Disabilities Act**
9. **Working with AICs with mental health issues**

E. The In-Service Training Plan for non-certified staff must include:

1. **AIC suicide prevention**
2. **Harassment and sexual harassment**
3. **Prison Rape Elimination Act (PREA)**
4. **First Aid and CPR**
5. **Ethical Decision Making**

6. Legal Consequences of Introducing Contraband and Having Sexual Relations with an AIC

JAIL STANDARD REFERENCE
A-401

A 01.04.07 Use of AICs During Practice Codes/Emergency Drills is Not Authorized: Staff shall not use AICs as participants in practice codes or emergency exercises.

A. Any exceptions to this policy may only be made at the direction of the Jail Lieutenant.

1. Where there exists any possibility that an officer may become confused by the presence of AICs when responding to a practice code, those AICs shall be secured prior to the practice code or exercise beginning.

JAIL STANDARD REFERENCE:
N/A